

## TIPS BEFORE GETTING STARTED

- You should have a copy of the grant program application guidelines ready for reference. The guidelines include detailed information and instructions for completing your paperwork. Downloadable program guidelines may be found on each program page ([see Wisconsin Arts Board Programs](#)).
- It is encouraged to “pencil in” your information on a printed hardcopy of the forms before starting eGRANT.
- You may use the cut-and-paste features of your favorite text editor to save “on-line time” in answering narrative questions. Note: special fonts and formatting may be lost when pasting into eGRANT. It is recommended you use Plain Text and either Arial or Times fonts when using your own word processor.
- You can save and return to your eGRANT application as many times as you want before officially submitting it to the Wisconsin Arts Board.
- Previously submitted eGRANT applications will be accessible to view, print, or to use as reference. Most organization’s have an existing eGRANT account with the Wisconsin Arts Board. If your
- organization does not have an existing account, contact [Dale Johnson via E-mail](#) to request an account. Dale will also help with any questions concerning your account, login or password.

## I’M LOGGED IN. NOW WHAT?

Once you’ve logged into eGRANT you will have access to your account’s Grants Menu and can perform any of the following activities:

- To Create a New Application:
  1. Scroll down, past your account’s application history to the “Create an Application” drop-down list.
  2. Select from the drop-down list the type of application you wish to create.
  3. Click the “Create New Application” button. The newly created application will appear listed in your application history.
- To Enter and Edit an Open Application:
  1. Click on the green “Edit” action icon to enter your application. This option will remain available until the closing date of the application, or until you’ve submitted your application.
- To View or Print an Application:
  1. Click on the yellow “View” action icon. A new browser window will pop-up and your application will appear in PDF format. **You cannot make edits to the PDF forms.** See above to Edit application forms.
- To View or Print Application Guidelines:
  1. Click on the blue “Guides” action icon. A new browser window will pop-up and the guidelines document will appear in PDF format. You can print this document. Guidelines are also available for download from the Arts Board’s website.